



Appeals to Scoring or Reporting of a Written Response For MME Social Studies Discourse and Decision Making (scored separately for MME Writing and MME Social Studies)

Spring 2007 Michigan Merit Examination (MME)

Background

Written responses to the MME Social Studies Discourse and Decision Making item are scored twice, once as part of the, MME Social Studies score, and once as part of the MME Writing score. Parents/guardians who believe an error has been made in scoring or in reporting their son's or daughter's written response may request an appeal. An appeal must be made through the local school office. The deadline date for submission of the Spring 2007 MME Appeal Request Form is **October 19, 2007**.

Every effort has been made to ensure that the Michigan Merit Examination (MME) scoring process is error free. All multiple-choice test questions are scored using state-of-the-art scanning equipment controlled by computer. If the directions for marking answers were followed correctly, it is unlikely that an error occurred in scoring multiple-choice items. There is no formal appeal process to the scoring of multiple choice items.

As indicated in the opening paragraph, written responses to the MME Social Studies Discourse and Decision Making item are scored for both MME Social Studies and MME Writing. Each time they are independently scored by two highly trained individuals according to standardized procedures. If the first and second scores are not equivalent or adjacent, a third, more experienced scorer is asked to adjudicate. The training process is designed to ensure consistency.

However, if there is good reason to believe that an error has been made in scoring and/or reporting, the school may submit a written request on behalf of the parent/guardian to have a test rescored.

Reasons for Appealing

Reasons for believing an error may have been made include the following:

- The student's score on the test is very different from the student's typical performance based on teacher grades in courses where instruction is aligned with the *Michigan Model Core Curriculum Outcomes*, teacher evaluations, etc.
- The student wrote a response but received a score report indicating that the paper was blank.
- The student took the test but did not receive a score report.

The Appeal Process

The following are key elements of the appeal process:

- It is the district's responsibility to distribute Parent Reports within 10 working days of receipt and to notify parents/guardians of their right to appeal.
- If the district does not distribute the Parent Reports within 10 working days of receipt, the parent/guardian may ask for an extension of the appeal deadline.
- Parents may start an appeal by requesting a copy of this appeal process information and an Appeal Request Form from the school. Normally, the school principal must transmit the completed form to the MME Office within 45 working days of the date on which Parent Reports are shipped to the district. This year, because MME reports were not shipped until July, after most schools were dismissed for the summer, the appeal deadline has been extended to October 19, 2007
- Appeal Request Forms must be postmarked by the appeal deadline.
- The MME Office will review and forward eligible requests to the scoring contractors.
- The scoring contractors will rescore the affected test using the state's scoring guides.
- The MME Office will return written notification of rescore results to the school within 30 days of the MME Office's receipt of the Appeal Request Form.
- If rescoring yields a lower score, the higher score will stand.
- An appeal for rescoring should not be made for the sole purpose of reviewing the student's answer document. However, as part of the appeal process, the parent, a designated school representative and the student may review the student's answer document after the appeal results are returned. This will occur in the MME Office in Lansing, Michigan, under the supervision of a MME staff member.
- **If the results of an appeal are pending and the student has the opportunity to retest, the student should retest.**
- The results of an appeal cannot be further appealed.

NOTE: The ACT is taken by students as a component of Michigan Merit Examination. Appeals related to ACT scores require written notification to ACT within 3 months of receiving the ACT score report. Notification of this deadline was included in a document ACT will hand-score multiple choice responses and/or rescore the writing essay for a fee. For specific steps in appealing the ACT portion of the assessment, Please refer to the Using Your ACT Results document included in the mailing with the ACT score report.

Michigan Department of Education
Michigan Merit Examination (MME)
P.O. Box 30008
Lansing, MI 48909
Phone (517) 373-8393

**Michigan Merit Examination (MME)
Appeal Request Form – Spring 2007**

A copy of the student's Parent Report must be submitted with this form to verify the test window and score being appealed. Appeal Request Forms for High School Tests administered during Spring 2007 are due on or before **October 19, 2007**. A separate form must be completed for each subject being appealed. Please type or print.

To Be Completed by the PARENT/GUARDIAN

Subject (choose one): ___ MME Writing ___ MME Social Studies Discourse and Decision Making

Student's name as it appears on Parent Report: _____

Student's scaled score and performance level: _____

Specific reason for appeal: _____

Parent/guardian name: _____

Parent/guardian signature: _____ Date: _____

Check here if you wish to come to Lansing, Michigan, to view your child's answer document: _____

To Be Completed by the PRINCIPAL

District name in which the test was taken and district code: _____

School name and building code: _____

I, the school principal, forward this appeal request based upon the above-stated reason, which appears to meet the MME appeal criteria.

Principal's name: _____ Phone no.: (____) _____

Principal's address: _____

Principal's signature: _____ Date: _____

Mail to: MME APPEAL

P.O. Box 30008

Lansing, MI 48909

To Be Completed by MME

MME authorization to rescore: _____ Date: _____

To Be Completed by the SCORING CONTRACTOR

_____ There is no score change.

_____ The scaled score changed from _____ to _____, and the performance level remained the same.

_____ The scaled score changed from _____ to _____, and the performance level changed from _____ to _____.